

BUSINESS CARD PROCEDURES

On October 6, 1999, DLA modified its existing policy on the purchase of business cards. When business cards are required in performance of official functions, DLA has given the authority to purchase business cards from the Lighthouse for the blind. The authorization for purchasing DLA-funded business cards from this agency is delegated to officials at the rank of General Officer/Flag and to civilian members of the Senior Executive Service. (See Exhibit 1)

Prior to making a purchase from the Lighthouse for the Blind, a determination must be made that costs are equivalent or less to purchase cards rather than to produce them on a personal computer. All other business cards shall be printed on Government-owned personal computers "using existing software and agency-purchased card stock". The card stock may be purchased with appropriated funds which means you may use the purchase card to obtain the Avery labels.

THERE IS NO AUTHORITY to use the purchase card and go to an outside vendor to purchase business cards.

If using the Lighthouse for the Blind, printing can be done in black, blue, plain offset printing, or offset printing with Gold Foil seal. Paul Kelley is the Federal and Commercial Sales representative. If for some reason the purchaser is not satisfied with the cards after receipt please notify Mr. Kelley immediately and the problem will be corrected at no additional charge. They are very customer oriented.

NOTE: If DESC employees **want to pay for their own business cards** they may use the Lighthouse for the Blind and will be charged a government rate. The phone number is 1-800-799-0402 or 206-329-6720. The Lighthouse for the Blind does have DESC's logo on file.